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<http://wpp.wi.gov>



WiscJobs Fee Schedule

We offer a very cost-effective method for publishing your vacancy in the State of Wisconsin's WiscJobs website. The fee for placing an announcement in the WiscJobs Current Opportunities is \$140.00 per announcement, and will appear on our website and WiscJobs until your application deadline up to a maximum of three months.

Social Media

Reach more candidates by promoting your open position on our social media sites

- [Facebook](#)
- [Twitter](#)
- [Linked In](#)
- [Google+](#)

WiscJobs Fee Schedule	
WiscJobs Service	Fee
WiscJobs post (up to 3 months)	\$140.00
Additional 3 months (before 1 st 3 month expiration)	\$35.00
Post to 1 social media platform (1 time)	\$25.00 each
Post to all 4 social media platforms (1 time)	\$35.00

Writing Wisc.job Announcements

You can provide us with the announcement in final form, or we can help write it for you. Capture the attention of potential applicants with a well-written announcement.

\$50 per hour (average 1 hour)

For more information about WiscJobs announcement click [\(here\)](#)

Centered Exam Fee Schedule

Standard Examination Administration Fees

Service	Number of Applicants	Fee
Examination	1-100 applicants	\$15.50/ applicant
Examination	101-250 applicants	\$14.50/ applicant
Examination	251 + applicants	\$13.50/applicant
Re-use	Per applicant	\$9.00
Applicant No-Show	Per applicant	\$4.50

Reuse Score:

There will be a \$9.00 fee for any applicant that has taken the test within the past 184 day. For **more** explanation of the reuse score click [\(here\)](#).

Applicant No-Show:

There will be a \$4.50 fee for each applicant who is scheduled to test, but does not report for the exam.

Minimum Administration Fee

The total charge for examinees, reused scores and applicants who did not report must be at minimum of \$135. There will be a minimum fee charged of \$135 per order.

Additional Miscellaneous Fees

Using the Applicant List Template:

You are encouraged to submit applicant lists utilizing the Excel template located [\(here\)](#) and e-mail it to wpp@wisconsin.gov. There may be a fee assessed for applicants not submitting via e-mail in the template.

Missing Social Security Numbers:

For orders where the last 4 digits of the social security numbers are not provided, there will be an additional fee of \$75.00 per order.

Local Exam Administration Fee Schedule

Standard Examination Administration Fees

Service	Number of Applicants	Fee
Administration fee	1+	\$55.00
Examination	1-100 applicants	\$15.50/ applicant
Examination	101-250 applicants	\$14.50/ applicant
Examination	251 + applicants	\$13.50/applicant
Re-use	Per applicant	\$9.00

Administrative Fee:

There will be an administrative fee of \$55.00 for shipping, handling and administrative charges for each order.

Reuse Score:

There will be a \$9.00 fee for any applicant that has taken the test within the past 184 day.

Minimum Administration Fee

A minimum charge for exam administration, examinees and reused scores will be \$175.

Proctor Fees:

For local units of government who prefer to have the exam administered in their own community by our proctor travel fees will be charged. There will be a fee of \$12.40 per hour from the time the proctor leaves home until the proctor returns home. An additional fee of \$0.51 per mile will be reimbursement. If a Wisconsin Personnel Partners proctor is not used, proctor fees are not charged

WPP Proctor Fees	
Fee per mile	\$12.40
Fee per hour	\$0.51

Additional Miscellaneous Fees

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Consulting Services Fee Schedule

Specialized Examination Development Fee Schedule

We will develop exams tailored to your specific job utilizing your subject matter experts. This service includes job analysis and validation report. The base price for a 3 dimension exam is \$350, plus \$150 per additional dimension when utilizing questions from existing exams. The base price for developing new questions is \$350 plus \$225 per dimension. If required, travel costs are additional. Actual costs will be billed, but will not exceed the following:

Mileage \$0.51 per mile

Hotel \$70 per night

Meals: Breakfast \$8.00, Lunch \$10.00, Dinner \$20.00

Specialized Examination Development		
Custom Exam	Base Price (3 dimensions)	Additional Dimensions
Use existing exams	\$350.00	\$150.00/dimension
Develop new questions	\$350.00	\$225.00/dimension

Travel Expenses	
Mileage	\$0.51 per mile
Hotel	\$70 per night
Meals	Breakfast \$8.00, Lunch \$10.00, Dinner \$20.00

For more information about Specialized Exam Development click [\(here\)](#)

Writing Position Descriptions

Many HR managers find creating "position descriptions" to be a daunting task, Wisconsin Personnel Partners will work with you to turn this "problem" into opportunity. We work with you to create new or updated descriptions for your organization.

\$50 per hour + any necessary travel expenses (see above)

Writing Wisc.job Announcements

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\$50 per hour (average 1 hour)

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